

Graduation Office
700 East Seventh Street
Saint Paul, Minnesota 55106-5000
E-mail: gateway@metrostate.edu
Phone: 651-793-1300

Any graduate of Metropolitan State University
who wishes to request a duplicate diploma.

Important Notes

You must have already been granted a degree from Metropolitan State University before requesting a duplicate diploma.

How to Submit

Mail: Enclose completed form with payment (*check or money order ONLY made payable to Metropolitan State University*) and send to the address above.

In-Person: Bring completed form to the Gateway Student Services Center. They will direct you to make payment (*cash, credit card, check or money order*) to the Financial Management Office after verifying there are no holds on your record.

Contact Information

Name: _____

Last *First* *Middle* *Former Last Name(s)*

Social Security or Metropolitan State student ID number: _____ E-mail address: _____
Metropolitan State University uses social security numbers for student identification purposes. Providing this information is voluntary.

Address: _____

<i>Street</i>	<i>City</i>	<i>State</i>	<i>Zip</i>	<i>Country</i>

Phone (with area code): (H) _____ (W) _____ (C) _____
On the line below, print how you would like your name to appear on the diploma. Below the line are stylistic examples.

Examples: Sam Smythe Samantha Smythe Samuel A. Smythe Samantha Ariel Smythe
 Samantha Ariel Smythe-Johnson Samuel Aaron Smythe IV Samuel Aaron Smythe, Jr.

Diploma Destination

Select your destination preference and the number of copies:

- ☐ _____ Pick-up diploma(s) (You will be contacted by e-mail when ready)
- ☐ _____ Send diploma(s) to the **address listed above**
- ☐ _____ Send diploma(s) directly to **a third party listed below**--specify the department if needed

Third Party

Name / Organization / Department: _____

Address: _____

<i>Street</i>	<i>City</i>	<i>State</i>	<i>Zip</i>	<i>Country</i>
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Number of copies to send here: _____

Service & Payment

Type	Cost (per copy)	Timeframe for delivery:
<input type="checkbox"/> Regular	\$20	Mailed within 3-5 business days via regular business mail
<input type="checkbox"/> Rush	\$20 plus \$5 rush fee	Requests received by noon will be ready after 24 hours ; the maximum fee for rush service is \$5 regardless of the number of diplomas requested. MAY NOT BE POSSIBLE IF YOUR GRADUATION DATE WAS OVER 10 YEARS AGO
<input type="checkbox"/> Express mail delivery	\$20 plus \$15 overnight	Delivered within 1-2 business days ; the cost is \$15 PER address requested

Signature: _____ Date: ____ / ____ / ____
MM DD YYYY

Office Use Only

GATEWAY: ☐ Verified no financial holds _____ (Initial) Date: ____ / ____ / ____

FINANCIAL MANAGEMENT: \$ _____ (Amount Paid) _____ (Initial) Date: ____ / ____ / ____

GRADUATION OFFICE: _____ (Initial) Date sent: ____ / ____ / ____